



STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE
Insurance Division – Agent Licensing
500 James Robertson Parkway
Nashville, TN 37243-1134
615 741-2693

Fax: 615 532-2862

ce.agent.licensing@state.tn.us

**FINGERPRINTING INSTRUCTIONS
FOR INSURANCE PRODUCERS**

Effective July 1, 2008, individuals taking an insurance examination must be fingerprinted for background checks through the Tennessee Bureau of Investigation (TBI) and the Federal Bureau of Investigation (FBI).

Requests for fingerprinted-based background checks must be submitted through the use of Cogent Tennessee Applicant Background Check Procedures.

1. Registration

- Call 1-877-862-2425 or register online at www.tennessee.cogentid.com
Make sure that your Social Security number is collected correctly.
- Agency **ORI #: TN920680Z** (required for registration)
- Transaction Type: **"IP"** (required for registration)

2. Payment

- Call 1-800-964-7690 to submit payment via credit or debit card
- Go online to www.tnprints.com to submit payment via credit or debit card
- Money orders made out to Cogent Systems are also accepted at the fingerprint service sites. CASH is NOT accepted.

3. Fingerprinting

- Go to the facility nearest you to be fingerprinted, no appointment necessary (Print locations are available at www.tennessee.cogentid.com). **Applicant must be registered and have made arrangements for payment** prior to fingerprinting.
- At the fingerprint service site the Applicant must provide valid State or Federal government issued identification.
- Fingerprints will be electronically forwarded to the Tennessee Bureau of Investigation and all results of the fingerprint background check will be provided to the Tennessee Department of Commerce and Insurance.

Applicants may be fingerprinted prior to taking the examination. Obtaining the fingerprints beforehand will minimize the risk that the license issuance will be delayed while awaiting the results from both the Tennessee Bureau of Investigation (TBI) and the Federal Bureau of Investigation (FBI).

Licenses CANNOT be issued until the background checks have been received by the Tennessee Department of Commerce and Insurance.

